

October 30, 2003

Various

Re: REQUEST FOR PROPOSAL,  
Division of Pensions and Benefits  
ACH Collection Services

Dear :

The Department of the Treasury, Office of Management and Budget, Cash Management Unit, is requesting proposals from qualified financial institutions that are technically capable of performing ACH collection services, reporting and related banking services for the Division of Pensions and Benefits.

The Request for Proposal (RFP) is available from the New Jersey Treasury, OMB web site home page at <http://www.state.nj.us/treasury/omb/> then left click upon "Banking Services". The RFP may be downloaded and printed, either in whole or in part, at your convenience. If you have any procedural (non-technical) questions pertaining to the RFP, I may be reached at (609) 777-3925. To request a hard copy of the RFP, call the Cash Management Unit at (609) 292-4468, or fax your request to (609) 292-9358. The Cash Management Unit will be happy to accommodate your requests.

Prior to responding to this RFP, interested vendors must attend a mandatory bidders' conference scheduled as follows:

PLACE: Purchase Bureau Conference/Bid Room, 9<sup>th</sup> Floor  
33 West State Street  
Trenton, New Jersey 08625

DATE: November 18, 2003

TIME: 10:00 a.m.

Attendance at this meeting is a prerequisite for bid submission. This meeting will provide interested vendors the opportunity to ask questions relative to the RFP document. You may submit written questions to my attention on or before November 12, 2003 at the following address:

Heather Schwartz  
State of New Jersey  
Department of the Treasury  
OMB, Cash Management Unit  
33 West State Street, 5<sup>th</sup> Floor  
P.O. Box 221  
Trenton, New Jersey 08625

Questions may also be faxed or e-mailed as follows:

FAX: (609) 292-9358  
Heather.Schwartz@treas.state.nj.us

All written questions will be addressed at the bidders' conference. Any deferred questions will be responded to in writing, either in hard copy or e-mail to all attendees at the mandatory conference, or via the web site.

Thank you for your interest in this project. I look forward to seeing you at the mandatory bidders' conference on Tuesday, November 18, 2003.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Schwartz", with a stylized, flowing script.

Heather Schwartz  
Cash Management

c: R. Tani  
M. Conway  
F. Peterson  
F. Polio  
N. Ronaghan